

# Oaklands Catholic School and Sixth Form College

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**Headteacher:** Matthew Quinn B.Ed (Hons), M.A., NPQH

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5<sup>th</sup> May 2025

Dear Parent/Carer of students in Year 10,

## **Year 10 Parents' Evening Consultation: Thursday 22<sup>nd</sup> May 2025**

The Year 10 parents' evening will be held **in-person in the main school Hall on Thursday 22<sup>nd</sup> May 16:30-20:00**. The School Cloud online software will be used for the booking of appointments.

The evening will run from **16:30-20:00**, with 5-minute appointments for each subject. Before the booking system goes live to parents, staff will have indicated the three-hour slot for which they are available.

To help students and parents/carers prepare for parents' evenings, students are being asked to show the work in their exercise books/online work on Teams/ClassCharts to their parents/carers, where practical, for given subjects. It is hoped that this will create a dialogue at home about the work and progress made by the students, as well as help families prepare for more constructive discussions with teaching staff at the Year 10 evening on 22<sup>nd</sup> May. To facilitate this, no *written* homework will be formally set for Year 10 students in the week commencing 12<sup>th</sup> May; the task instead will be to bring home and share their books/work on Teams/ClassCharts.

On page 2, I have provided instructions for how you book the appointments. The system links to our SIMS data system and will allow parents/carers who are 'priority 1' and 'priority 2' on our records to make the appointments. **The window to make the appointments will be from 09:00 on Monday 5<sup>th</sup> May to 12:00 on Thursday 22<sup>nd</sup> May.** I would urge parents to perform this task as soon as possible – if there are any issues with access, it will give me more time to resolve them.

The focus of this evening will be academic subjects, so we would ask that you do not make appointments with your child's tutor. Tutors are Year 10 teachers themselves, so they need to be available for those parents. Please use the email facility to communicate with your child's tutor if there are any pastoral concerns.

We have invited Lee Haywood from Online Safety UK - [www.onlinesafetyuk.com](http://www.onlinesafetyuk.com) - to join the Year 10 parents' evening. If you have any questions or concerns around Online Safety, he will be present in the Hall for you to talk to (no appointment needed). Talking with Online Safety UK will give you the opportunity to discuss anything that is currently concerning you in relation to the digital world, whether it's phone setup, behaviours, restrictions, dangers, attitudes or more.

Please contact the subject teacher or Mrs Cunningham (Head of Year 10) if there are any queries that you might have following the conversation.

I hope that these instructions are clear. If you have any difficulties, or any questions relating to this event, please do not hesitate to contact me – [m.bamford@oaklandscatholicschool.org](mailto:m.bamford@oaklandscatholicschool.org).

Yours faithfully,

Mr M Bamford – Assistant Headteacher

**Your Details**

Title: Mrs First Name: Rachael Surname: Abbot

Email: rabbotk@gmail.com Confirm Email: rabbotk@gmail.com

**Student's Details**

First Name: Ben Surname: Abbot Date Of Birth: 28 July 2000

[Log In](#)

## Step 1: Login -

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

## Parents' Guide for Booking Appointments

Browse to

<https://oaklandscatholic.schoolcloud.co.uk/>

**Parents' Evening**

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March  
[Open for bookings](#)

Friday, 17th March  
[Open for bookings](#)

[I'm unable to attend](#)

## Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed?

Click *I'm unable to attend*.

**Choose Booking Mode**

Select how you'd like to book your appointments using the option below, and then hit Next.

☒ **Automatic**  
Automatically book the best possible times based on your availability

☐ **Manual**  
Choose the time you would like to see each teacher

[Next](#)

## Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend (BUT PLEASE ENSURE THAT YOU DO NOT GET MULTIPLE BOOKINGS PER SUBJECT, UNLESS YOUR SON/DAUGHTER HAS BEEN TOLD TO DO SO)- SEE STEP 4 BELOW. To pick the times to book with each teacher, choose *Manual*. Then press *Next*. We recommend choosing the automatic booking mode when browsing on a mobile device.

**Choose Teachers**

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

☒ Mr J Brown  
SENCO

☒ Mrs A Wheeler  
Class 11A

[Continue to Book Appointments](#)

## Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend. Select the teachers you'd like to book appointments with (your child will know who to make appointments with if they have shared teachers for a class). A green tick indicates they're selected. To de-select, click on their name.

**Confirm Appointment Times**

The following appointments have been reserved for two minutes. If you're happy with them, please choose the **Accept** button at the bottom.

Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R Minamara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose **Accept** at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

	Mr J Brown SENCO (A2)	Miss B Patel Class 10E (H5)	Mrs A Wheeler Class 11A (L1)
	Ben	Andrew	Ben
16:30		✓	
16:40			
16:50	+		+
17:00	+		+

## Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.

**My Bookings**

Next 11 Selected Evening  
Bookings from 16:30 (10)

Thursday, 16th April

We are currently at the point where you can see the appointments you have booked for the next 11 days. You can click on the appointments to see more details or to delete them.

Time	Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	English	E6
16:40	Mrs D Mumford	Ben	Mathematics	M2
16:50	Dr R Minamara	Andrew	French	L4
17:00	Mr J Brown	Ben	English	E6
17:10	Mrs D Mumford	Ben	Mathematics	M2
17:20	Dr R Minamara	Andrew	French	L4